

### Hiring Process for Covina Police Department Jobs

**Application Review:** When a recruitment opens for available positions at the Covina Police Department, a limited number of applications will be accepted. The number of applications accepted will vary depending upon the number of positions we are seeking to fill. When we have received those completed applications, the recruitment will be closed. Applications are carefully screened by City of Covina Human Resources personnel, and candidates that aren't eliminated will be invited by mail, email, or telephone, to participate in the next step of the hiring process.

**Physical Agility Test (Required for Police Officer Recruit Position):** For Police Officer Recruit positions, applicants must pass a Physical Agility Test, or they will not be allowed to continue on in the hiring process.

**Written Test:** All Covina Police Department positions require applicants to pass a written test, which measure an applicant's ability to effectively read and write, process information, multi-task, and tests other related knowledge.

**Oral Board / Interview Panel:** Applicants that successfully pass the written test will be invited to participate in the Oral Board / Interview Panel. Interview panels typically consist of one member from the City of Covina Human Resources Department, A supervisor from the Covina Police Department, and a supervisor from an outside agency. The Interview Panel minimally looks for and evaluates an applicants existing job knowledge, job preparation, ability to verbally communicate, and success potential. Applicants that pass this portion of the process are placed on a ranked list and may or may not be invited to participate in the Pre-Background Interview process, depending on their position on the list, and the need of the department to continue testing.

**Pre-Background Interview:** The Pre-Background Interview is conducted by the Professional Standards Sergeant at the Covina Police Department, along with his/her designee(s). The purpose of this interview is to gain insight into an applicant's personal history, in an effort to assess his/her ability to pass a rigorous background investigation, and assess the applicants potential for success in the position for which they have applied. Not all candidates that complete Pre-Background Interviews will move on to the background process.

**Background Investigation:** Background Investigations are assigned to one of two retired Covina Police Department officers with extensive investigative experience. The investigation includes an applicant's completion of a written Personal History Questionnaire, interviews with family members, known friends and associates, co-workers and former co-workers, supervisors and former supervisors, among others. Applicants will also be required to submit school and college transcripts, complete a polygraph test, and more as required by the Background Investigator. Completed backgrounds are reviewed by the Professional Standards Sergeant, the Detective Bureau Lieutenant, and the Chief of Police, before an applicant is considered for the Chief's Interview.

**Chief's Interview:** After the Chief of Police has reviewed an applicant's completed background investigation, he will select applicants for an interview with him and his designee. The Chief of Police will then make a **provisional hiring** decision based upon his assessment of an applicant's potential for success.

**Provisional Hiring:** Applicants hired by the Chief of Police are done so provisionally, as applicants may be required to pass a physical examination and psychological examination by licensed professionals.